

**2010 CENSUS
U.S. DEPARTMENT OF COMMERCE
Bureau of the Census
Detroit Regional Census Center
Recruiting Bulletin**

OPENING DATE: 04/20/2009 **Announcement No.** Leave Block 3 on OF-612 blank
CLOSING DATE: 06/30/2009 **LOCATION:** Cleveland South, OH; Cleveland West, OH

POSITION TITLE: Local Census Office Manager (LCOM) **PAY RATE PER ANNUM:** \$56,871.00

NUMBER OF VACANCIES: One (1).

EXCEPTED SERVICE APPOINTMENT: Schedule A Appointment, not-to-exceed one year, with the possibility of a one year extension.

AREA OF CONSIDERATION: **All U.S. Citizens.** Applicants must reside within the boundaries of the Local Census Office (LCO) where they are applying. Your application will be matched by our staff to your servicing LCO, as determined by the address listed on your application packet. See chart on web site that explains how to determine which LCO services your address.

WORK SCHEDULE: This is a temporary full-time position. The incumbent of this position is covered by the mixed-tour employment program.

WHO MAY APPLY: Anyone residing in the area of consideration (**see above**).

DUTIES: **Local Census Office Manager (LCOM)**
The position manages staff and resources to carry-out office and/or field procedures; to direct and control all operational functions, resources, personnel; and implements a team-based environment to lead a temporary staff of office and field employees through multiple levels on accomplishing production goals and quality standards of enumerating all of the residences in the 2010 Census area of operation. The position must build strong local support for the Census by establishing effective relationships with local community-based and volunteer organizations and/or governments, and marketing the Census message to local media outlets (may include interviewing with these outlets). The position will also include developing and making presentations, adapting the presentation to the specific audience, and speaking extemporaneously to a variety of audiences. This position will analyze office production operations and seek to eliminate bottlenecks and impediments to efficiency. Incumbent must analyze analytical and anecdotal information to develop systems for an efficient office operation supporting field activities.

QUALIFICATIONS: To qualify for the Local Census Office Manager position, all applicants must:

1. Pass a written management test; **and**
2. Have at least the minimum experience in each of the three areas contained in the Evaluation Criteria Attachment. Your experience for all three areas must be at least at the level described as "c" in the attached Evaluation Criteria Statement for the Local Census Office Manager. If you do not have that level of experience for any one of the questions, you are not qualified for the position. For each of the three Evaluation Criteria statements in the attachment, select the letter that best describes your experience. You must have experience in **all** aspects of the work described in order to claim credit for any given level. If you do not meet any part of the description for a level you may not take credit for it and must chose one of the lower levels that you do meet in full.

HOW TO APPLY:
Step One: Complete an application, the OF-612, and submit your resume.
a. [Optional Application for Federal Employment \(OF-612\)](http://www.census.gov/rodet/www/2010employ.html), (this form can be found on our website at <http://www.census.gov/rodet/www/2010employ.html>) **and**
Leave Block 3 "Announcement No." of the OF-612 blank. The Announcement Number is determined by the address listed on your application and will be filled in by a Census employee.

- b. A resume for this position, listing your work duties and accomplishments relating to the job for which you are applying

Step Two: Each applicant must complete and submit Evaluation Criteria statements for this position. (See attached sheet with the Evaluation Criteria questions.)

Step Three: Complete an [OF-306, Declaration of Federal Employment](http://www.census.gov/rodet/www/2010empty.html) (this form can be found on our website at <http://www.census.gov/rodet/www/2010empty.html>).

Step Four: Call the toll free number, 1-866-861-2010, or your Local Census office at (216) 377-4440 to schedule a **D-270 Supervisor test**. **NOTE: If you previously passed the D-270 test you do not need to retest; only follow Steps One through Three.** All applicants must follow Steps One through Three and submit an application packet, even if one was previously submitted.

APPLICANTS MUST BRING THE FOLLOWING DOCUMENTATION TO THE TESTING SESSION:

1. Bring a copy of your application (the OF-612), resume, Evaluation Criteria and completed OF-306 to your test session and give it to the test proctor, or mail the entire package to the Detroit Regional Census Center (address listed below).
2. **Two** forms of **current** acceptable identification (one must be a government issued picture ID). A sample listing of acceptable identification has been provided below.
3. List of **three** references (personal and professional) – name, phone number and address.
4. DD-214, Certificate or Release or Discharge from Active Duty (*if applicable*); this document must include the type of discharge (e.g. Honorable, General).
5. [SF-15, Application for 10-Point Veteran Preference](#) (*if applicable*) and supporting documentation.

Examples of acceptable identification include a U.S. Passport or Passport card, Permanent Resident Card or Alien Registration Receipt card, State issued Driver's license or ID card, School ID with a photograph, Voter's registration card, Social Security Account Number Card, Birth Certificate or a Native American tribal document. For a complete listing of acceptable ID, visit <http://www.uscis.gov/i-9> for a copy of the I-9 form used for verification of identification.

APPLICATION DEADLINE:

Application materials must be **received by 5 pm EST on the closing date** of the recruiting bulletin. **Applications received after this date will not be considered.** **Facsimile and emailed applications are not accepted.** Please do not staple your application paperwork.

If mailing your documents please send all application information to:

**Bureau of the Census
Detroit Regional Census Center
300 River Place Dr., Ste. 2950
Detroit, MI 48207
ATTN: Human Resource Specialist**

READ THIS ENTIRE DOCUMENT BEFORE CALLING THE AGENCY WITH QUESTIONS. For further information on this vacancy you may contact, Richard Ahti, Administrative Specialist, at (313) 396-5440 or Monique Pawlicki, Administrative Specialist, at (313) 396-5515.

SELECTION PROCESS:

- Once the Recruiting Bulletin has closed, the applicant review process will begin.
- Qualified applicants will be referred to the Selecting Officials for consideration. Interviews and reference checks will be conducted. Selecting Officials will interview the highest ranking candidates; lower ranking candidates may or may not receive an interview.
- Selections will be made July through September. Most positions will begin in early October. Applicants not selected for a position will receive notification once the selection record expires.

ADDITIONAL INFORMATION:

- Payment of relocation expenses IS NOT authorized.
- Use of any Government agency envelopes to file job applications is a violation of federal laws and regulations. Applications submitted in Government envelopes or via Government FAX machines will not be accepted
- Disabled veterans or any other applicants eligible for non-competitive appointments should specify their special eligibility on the application. Individuals with a disability may request reasonable accommodations by calling (313.396.5200)

CONDITIONS OF EMPLOYMENT:

- This is a Mixed-Tour work schedule that may be changed from full-time, to part-time, or intermittent to accommodate fluctuating workloads
- Candidates selected for these positions must sign agreements outlining the conditions of employment prior to the appointment
- You will be required to complete a [Declaration of Federal Employment \(OF-306\)](#) to determine your suitability for Federal employment and to authorize a background investigation. You will also be required to sign and certify the accuracy of all the information in your application. If you make false statements in any part of your application you may not be hired, or you may be fired after you begin work, or you may be fined or jailed
- Public law requires all new appointees to present proof of identity and employment eligibility (e.g., U.S. citizenship)
- If selected, male applicants born after 12/31/59 must confirm their [selective service registration status](#). Certification forms are available at most federal agency personnel offices or from the U.S. Office of Personnel Management
- Employees who receive a Voluntary Separation Incentive Payment (VSIP) or “buyout” and subsequently return to a position in a federal agency, whether by reemployment or contracts for personal services, are obligated to repay the full amount to the agency that paid it

THE U.S. DEPARTMENT OF COMMERCE IS AN EQUAL EMPLOYMENT OPPORTUNITY EMPLOYER.

THIS CENSUS BUREAU DOES NOT DISCRIMINATE IN EMPLOYMENT ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, POLITICAL AFFILIATION, SEXUAL ORIENTATION, MARITAL STATUS, DISABILITY, AGE, MEMBERSHIP IN AN EMPLOYEE ORGANIZATION, OR OTHER NON-MERIT FACTOR.

THIS AGENCY PROVIDES REASONABLE ACCOMMODATIONS TO APPLICANTS WITH DISABILITIES. IF YOU NEED A REASONABLE ACCOMMODATION FOR ANY PART OF THE APPLICATION AND HIRING PROCESS, PLEASE NOTIFY THE AGENCY. THE DECISION ON GRANTING REASONABLE ACCOMMODATION WILL BE ON A CASE-BY-CASE BASIS.

Example: How to Answer Evaluation Criteria Statements

| EVALUATION CRITERIA STATEMENT FOR ASSISTANT MANAGER FOR RECRUITING | |
|---|--|
| COLUMN A | COLUMN B |
| <p>Applicants are required to answer each of the three questions below in Column A by circling the best response <u>and</u> completing the corresponding information in Column B.</p> <p>1. Please select the answer that best describes your experience managing a time critical recruitment operation.</p> <p>a. I have managed a geographically dispersed team of recruiters that included <u>all</u> of the following: a) managing at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); b) managing more than 20 employees; and that c) included <u>all</u> of the following responsibilities: directing and controlling all recruiting and testing functions; being responsible for the accomplishment recruitment goals, and development of recruitment strategies.</p> <p>b. I have managed limited recruiting activities including a) managing at least one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); b) managing equal/more than 10 employees; and c) included <u>some</u> of the following responsibilities: administering the testing of applicants, accomplishing recruitment goals, and implementing recruiting strategies.</p> <p>C. I have been a recruiter and have supervised a staff of employees. I have not had to supervise another recruiter/supervisor/team lead. I have supervised one level/tier of subordinate management. I managed less than 10 employees. I have also been responsible for <u>some</u> of the following tasks: administering applicant testing, carrying out recruitment strategies and meeting individual recruitment goals.</p> <p>d. My experience is less than what is described above.</p> | <p>Applicants are also required to complete the following.</p> <ol style="list-style-type: none"> 1. Indicate the job from your attached resume or other application form that verifies the answer you selected. <u>OR</u> 2. Write in the space below your experience that supports your answer. In addition to listing your experience, include the employer's name and address, the title of your position, and the dates of your employment. <p>XYZ Company 1234 Street Detroit, MI 48027</p> <p>Recruiter 05/20/2000-10/30/2005</p> <p>As a Recruiter, I managed a staff of 12 employees; I was the first-line supervisor. I was managed by the Lead Recruiter, who was managed by the Department head. As a Recruiter I worked with the HR Department to determine hiring needs. I then created a strategy to recruit the required number of qualified applicants. I executed my strategy by...</p> |

Circle the appropriate answer in Column A. Only circle one letter.

Support your answer by completing Column B.

- Include the actual (or estimated) number of employees you supervised
- Include the level of management you worked at (i.e. General Manager, First-Line Supervisor...)
- Include the number of management levels
- Provide a detailed answer for *each part* of the question

| EVALUATION CRITERIA STATEMENT FOR Local Census Office Manager (LCOM) | |
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| COLUMN A | COLUMN B |
| <p>Applicants are required to answer each of the three questions below in Column A by circling the best response and supporting their response in Column B.</p> <p>(Use additional paper as required.)</p> <p>**RETURN CRITERIA WITH APPLICATION**</p> | <p>Applicants are also required to complete the following:</p> <p>1. Indicate the job from your attached resume or other application form that verifies the answer you selected. (If you have held multiple positions with the same employer be sure to differentiate by using the position title.) or</p> <p>2. In the space below, write your experience that supports your answer. In addition to listing your experience, you must include the employer's name and address, the title of the position, and the dates of employment.</p> |
| <p>1. Please select the answer that best describes your experience demonstrating the ability to provide direct supervision over both employees and supervisors to accomplish production and quality standards. (Circle the one appropriate letter.)</p> | <p><i>(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)</i></p> |
| <p>1a. As my primary responsibility, I have experience with both of the following: managing a staff of 100 or more employees that included at least two levels/tiers of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); managing employees who worked in multiple geographic locations; and, ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> | |
| <p>1b. As my primary responsibility in a former position, I have experience with both of the following: a) managing a staff of 30 or more employees that included at least two levels of subordinate management (e.g. I supervised manager(s) who, in turn, supervised other supervisor(s) or team-lead(s)); and, ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> | |
| <p>1c. I have experience with both of the following: managing at least 10 employees through one level/tier of subordinate management (e.g., I supervised supervisor(s)/team lead(s)); and ensuring that work product is conducted in accordance with government or corporate policy and regulations.</p> | |
| <p>1d. My experience is less than what is described above.</p> | |

**EVALUATION CRITERIA STATEMENT FOR
Local Census Office Manager (LCOM)**

2. Please select the answer that best describes your experience effectively communicating organizational goals. (Circle the one appropriate letter.)

(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)

2a. I have experience **representing my organization** by preparing and giving speeches and presentations to the media, businesses, community, governmental, nongovernmental, and professional organizations to gain support, partnership, and/or participation in organizational programs. Specifically, I have established relationships with diverse **cultural, community, religious, or other nongovernmental organizations** to gain support or participation in organizational programs. This experience resulted in tangible results/benefits for my organization.

2b. I have experience **representing my organization** by preparing and giving speeches and presentations to organizations outside of my place of employment to gain support or participation in organizational programs. However, my experience **has not included** developing working relationships with diverse **cultural, community, religious, or other nongovernmental organizations**. My experience included preparing and giving speeches and/or presentations to outside organizations' leaders and/or members, and resulted in tangible results/benefits for my organization.

2c. I have experience establishing working relationships with different branches or sections within my organization to gain support or participation in organizational programs. My communication was limited to preparing and giving speeches and presentations to **internal** customers within my organization, including senior management. This experience resulted in tangible results/benefits for my organization.

2d. My experience is less than what is described.

**EVALUATION CRITERIA STATEMENT FOR
Local Census Office Manager (LCOM)**

3. Please select the answer that best describes your experience with the administrative functions of an office. (Circle the one appropriate letter.)

(Enter response that supports answer circled from Column A in the space provided below. Use additional paper as required)

3a. I have managed the administrative functions of an office of at least 50 employees. I have done all of the following: recruitment, selection, hiring, training, and disciplining subordinate staff.

3b. I have managed most of the administrative functions for an office of at least 30 employees. This included management experience in three or more of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.

3c. I have managed some administrative functions of an office of at least 10 employees, however I was only responsible for at least two of the following: recruitment, selection, hiring, training, and/or disciplining subordinate staff.

3d. My experience is less than what is described above.